



## The College

### APPLYING FOR SPECIAL CONSIDERATION WITH AN AIP

Have you experienced serious misadventure, accident or extenuating circumstances beyond your control, (such as an increase in your symptoms of your disability or medical condition which cannot be reasonably accommodated by the adjustments in your AIP) to the extent that you were unfit to attend class during a specified period, complete an assessment task or undertake an exam?

The University accounts for these circumstances with the [Special Consideration policy](#). For more information, please see the University's policy webpage <https://policies.westernsydney.edu.au>

To apply for Special Consideration, you will require supporting documentation **additional** to your AIP. Supporting documentation must clearly indicate the severity and/or gravity of the circumstances, the extent of the impact and the relevant dates. It is recommended that you use the [Medical Certificate](#) to provide this information.



#### Complete the Application for Special Consideration form

Visit The College Student Central to pick up a copy of this form or access online via [Application for Special Consideration](#)

- Fill out SECTION 1: Type of assessment
- Fill out SECTION 2: Personal details
- Fill out SECTION 3: Assessment details
- Fill out SECTION 4: Reason for application – mark 'serious illness' with an X
- Fill out SECTION 5: Evidence – you will have to attach a [Medical Certificate](#) completed by your treating doctor **as well as** your AIP.
- Fill out SECTION 6: Student declaration.



#### Submit your form to Student Central

- Hand-submit your completed Special Consideration form to Student Central (Building 1) or email [studentcentral@westernsydney.edu.au](mailto:studentcentral@westernsydney.edu.au) along with your medical documentation **and** AIP **either before, on or no later than 5:00pm two working days after the due date of the assessment task.**
- Email your Teacher informing them that you have submitted a Special Consideration form via Student Central.



#### Wait to receive notification of the outcome

- You will receive an email notification advising you of the outcome of your request.

#### PLEASE NOTE:

- An AIP can adjust for the effects of your disability or health condition while you are able to manage your symptoms. For further information about AIPs, please see [Academic Integration Plans](#) located on the Disability Service webpage [www.westernsydney.edu.au/disabilityservice](http://www.westernsydney.edu.au/disabilityservice)
- You may also apply for Special Consideration if the issue is not related to your medical condition or disability (e.g. death in the family/motor vehicle accident).
- If you experience any issues with applying for Special Consideration, contact your Disability Advisor either via email, or on 9825 5199 for assistance.